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25X1	ATTN	ŧ	Mr. ,OPOT/O&T Mr. Ass't TLO, OPOT/O&T Director of Training	9 February	1953
i			Management and Clerical Training Programs, Office of	Training	
25X1	REF		Memorandum from Mr. subject: Clerica Administrative Courses	al and	

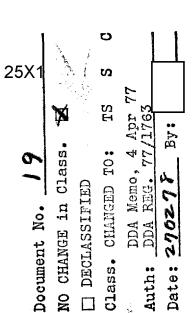
- 1. Training programs for management and clerical personnel have been organized to date primarily in response to expressed needs.
- 2. The Management Training Division was recently set up to provide training programs to advance the techniques of effective management and to increase competence in clerical skills throughout the Agency.
- 3. If you have management or clerical training requirements, Mr. Chief of the Management Training Division, will be happy to discuss them with you as the first step in providing the specific training programs that your office may need. External management training programs are, of course, also available.
 - 4. The following training programs are currently available:

a. Management Training - CIA Human Resources Program

For management personnel from the level of AD to first-line supervisor. Developed as a basic supervisory training program to assist members of the Agency with management responsibilities to make the best and fullest use of the individuals under their supervision. Four one-hour group meetings; a one-half hour individual conference with each supervisor in the group; and a follow-up one hour group meeting approximately every six weeks into the future. Organized to be conducted on an office-by-office basis. Designed to focus attention upon the human relations factors that are basic in effective management, and to serve as the foundation for other supervisory training programs that may be developed to meet specific management needs.

b. Clerical Training

Refresher training for cleared personnel. The following courses meet for approximately one hour per day for three weeks: Shorthand, Typing, Typing Shortcuts, English Usage, and Filing.



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General Clerical Orientation. A required two-day course for all new clerks, stenographers, and typists. Personnel already "on board" may attend all or part of this two-day program which includes: the concept of intelligence, the organization of the U. S. Government, Agency forms and procedures, mailing procedures, the organization of CIA, buildings and shuttles of CIA, CIA regulations, office protocol, telephone techniques and practice, typing shortcute, correspondence manual and practice.

5. The following training programs are in the planning stage:

a. Administrative Training Program

It is planned to organize a training program specifically for administrative officers and administrative assistants built around a continuing seminar on DD/A service functions. Presentations would rotate between the various service offices and attendance would doubtless be in terms of the divisions of labor in the administrative offices of the organizational components of the Agency.

b. Clerical Training Programs

It is planned to offer the following courses if there is an expressed interest in them for clerical personnel:

Ceography

1 hour a day for three weeks

Memoranda Writing

1 hour a day for three weeks

The CIA Library

2 hour lecture and discussion

Specific Phases of
Intelligence

6. Let us know how we can be of assistance to your office in the fields of management and clerical training. I suggest that you may wish to discuss the matter with ______ Chief of the Management Training Division, extension ______

MATTHEW BAIRD

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